

Substance Abuse Screening/Assessment

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Substance Abuse Screening/Assessment

5-01 INTRODUCTION

A. Authority

The authority of district court probation officers to conduct substance abuse assessments is based on the 1983 Letter of Agreement between the Office of Substance Abuse Services (presently referred to as the Center for Substance Abuse Services or CSAS) of the Michigan Department of Public Health; the Michigan District Judges Association, and the Michigan Association of District Probation Officers. This Agreement applies as long as CSAS has both the authority and the responsibility, under MCL 257.625b(5); MSA 9.2325(2)(5), to designate, appoint, select, or license persons or agencies (including individuals, probation officers, or probation departments) to conduct screening and assessments of persons convicted for violations of MCL 257.625(1), (3), (4), (5), (6), or (7) or local ordinance substantially corresponding to section 625(1), (3), or (6). (See also MCL 333.6201 et seq.; MSA 14.15(6201) for general authority of CSAS.)

B. Purpose

Screening and assessment is conducted by a person or agency designated by the Center for Substance Abuse Services to determine whether the offender is likely to benefit from rehabilitative services, including alcohol or drug education/treatment programs.

Screening and assessment is not a procedure leading to a clinical diagnosis or development of a treatment plan. This is the responsibility of licensed clinicians or licensed substance abuse programs.

C. Licensing

In order for a district court to be licensed for screening and assessment, it must apply to the Center for Substance Abuse Services according to the criteria specified in the 1983 Letter of Agreement. Courts whose applications are approved will be licensed for one year and must renew their license annually. Local substance abuse coordinating agencies will assist in completing applications. A copy of the Letter of Agreement is provided in the Appendix for Section 5.

D. Role of Probation Officer

The role of a probation officer who is qualified to conduct screening and assessment is to determine whether or not a person will benefit from rehabilitative services, including alcohol or drug education/treatment programs. Before the sentencing date of a defendant, the probation officer recommends to the sentencing judge a course of action to be followed. Probation officers do not perform clinical diagnosis or develop treatment plans.

5-02 REFERRAL AND SCREENING

A. Order for Evaluation

The Order for Evaluation (a copy of the SCAO Approved Form MC 211 is in the Section 5 Appendix) is issued by the sentencing judge at the time of conviction. When a defendant enters a plea of guilty to a charge for: 1) a blood alcohol content of .10% or more (UBAL); 2) operating a vehicle or water vessel while under the influence of intoxicating liquor (OUIL) or a controlled substance (OUID) or while visually impaired (OWI), the judge is required to order screening and assessment or a substance abuse evaluation. Court staff such as a court clerk, probation clerk, or probation officer should then complete the order for evaluation form, scheduling the screening and/or assessment. The defendant signs the order and is provided with a copy.

B. Court Screening

Court screening is performed by designated court staff such as a probation officer from the court's probation department. Some courts have their own assessment officers or a person under contract who conducts all screening and assessments for their court. Another term used to describe court screening is "in-house assessments".

C. Community Screening

Community screening is performed by community agencies licensed by the Center for Substance Abuse Services. Another term used for community screening is "out-of-house assessments". A list of community agencies is available through local substance abuse coordinating agencies.

D. CSAS Minimum Screening Criteria

Courts or probation departments requesting designation for screening and assessments will be required to meet the following criteria:

1. Complete and submit an application for designation to MDCIS at least 30 days prior to initiating service and, thereafter, every 2 years, at least 30 days before designation expires.
2. Provide required data to MDCH/CSAS on each client screened or assessed under MCL 257.625b(5); MSA 9.2325(2)(5). This would include, at a minimum, completing the Designated Screening and Assessment Agency data form (sample in Section 5 Appendix). (See Section 5-04, page 5-04-01 for more information.)
3. All personnel who conduct assessments must meet staff qualification or attain the CARMS certification or attain an acceptable substitute to the CARMS certification.

4. Meet the personnel qualifications and assessment procedures outlined in Option A or B listed below. Personnel from the same designated court or probation department do not have to choose the same option.

a. Option A

1) Instrument

Use Mortimer-Filkins Screening and Assessment Instrument Questionnaire Interview on all defendants.

2) Training

Attend a one-day seminar on using and interpreting the Mortimer-Filkins assessment instrument. If not already trained, CSAS will work with the Michigan Judicial Institute to provide training opportunities.

3) Experience

- a) Six months experience as a probation officer.

OR

- b) An apprentice without six months or more experience in the assessment of alcohol and drug problems may work under the direct supervision of staff who currently meet the Experience qualifications specified in Option B.

b. Option B

1) Instrument

Court selected screening procedures using information from defendants' B.A.C., driving record, previous alcohol and drug related offenses, previous treatment history, and current alcohol and drug abuse. Could use MAST and Alcohol Use Inventory.

2) Training

- a) Six credit hours of college coursework on substance abuse.

OR

- b) Pass the Fundamentals of Substance Abuse Counseling test administered by the Center for Substance Abuse Services.

3) Experience

- a) One year documented work experience in the assessment of alcohol and drug problems which can include experience in a probation department.

OR

- b) Two years direct service experience in a licensed substance abuse program.

E. Screening and Assessment Instruments

There are several screening and assessment instruments available to the court and probation officers.

1. Screening

The following instruments are currently recognized and accepted screening tools in the substance abuse field:

- a. Alcohol Use Disorders Identification Test (AUDIT)
- b. BONS
- c. Cut Down, Annoyed, Guilty, Eye-Opener (CAGE)
- d. Driver Risk Inventory (DRI)
- e. Drug Abuse Screening Test (DAST)
- f. Hopkins 20-Questions Test (New Hopkins 20-Questions)
- g. Michigan Alcoholism Screening Test (MAST)
- h. Michigan Alcoholism Screening Test-Geriatric (MAST-G) [designated for older adults]
- i. Short Michigan Alcohol Screening Test
- j. Substance Abuse Life Circumstances Evaluation (SALCE)
- k. Substance Abuse Screening Instrument
- l. Substance Abuse Subtle Screening Inventory (SASSI)
- m. UPOEN [designated for women]

2. Assessment

One of the following assessment instruments must be used:

- a. Needs/Risks (ADE) with an additional legal history assessment.
- b. Addiction Severity Index (ASI)
- c. Adolescent Drug Abuse Diagnosis (ADAD)

5-03 ASSESSMENT

A. Training and Certification Requirements for Assessors

Assessors or probation officers who conduct screening and assessment must have the necessary training and certification. The minimum requirements for conducting screening and/or assessment is outlined in the 1996 agreement.

B. Interview Process by Assessment/Treatment Provider

An interview must be conducted when completing screening and/or assessment. The interview process and its length will vary depending on the style of the interviewer, the type of assessment instrument used, and caseload size. Assessors or probation officers may require additional appointments to complete the interview process.

C. Computerized Assessment

Computerized assessment instruments are another type of tool available for assessors or probation officers.

D. Report of Substance Abuse Assessment

A report of substance abuse assessment (or a summary of the report on a copy of SCAO Approved Form MC 212 which is in the Section 5 Appendix) must be completed and available for the sentencing judge before sentencing on all OUIL, UBAC, OUID, OWI, and drunk boating offenses. Screening and assessment reports should include a recommendation which determines whether or not the individual assessed would benefit from rehabilitative services, including alcohol and drug education/treatment. As part of the sentence, the judge may order the person to participate in and successfully complete one or more appropriate rehabilitative programs such as Victim Impact, Alcohol Highway Safety Education, out-patient, intensive out-patient, in-patient, or residential.

E. Costs

The convicted person must pay all costs for screening and assessment and rehabilitative services. Courts can require a screening and assessment fee if screening and assessment is conducted by licensed court staff. Costs vary among courts, probation departments, and substance abuse agencies. Various agencies charge on a sliding fee scale which is based on a person's ability to pay. [MCL 257.625b(5); MSA 9.2325(2)(5)]

F. Confidentiality

1. Function

Information in the record of a person undergoing screening and assessment, additional counseling, or treatment for substance abuse and mental health problems is confidential. [MCL 330.1748; MSA 14.800(748), MCL 333.6111; MSA 14.15(6111), and MCL 333.6521; MSA 14.15(6521)] Confidentiality protects the individual from the release of unauthorized information. Individuals must sign a release of information or consent form authorizing the release of information specific to the court case. (See Appendix in Section 5 for sample.)

2. Release Form

The release must specify what information is authorized for release or the information cannot be released. Release forms should include the individual's full name, address, and date of birth; the name of the agency and person conducting screening and assessment services; and specific dates of use. The Center for Substance Abuse Services prefers that completed release forms be stamped "CONFIDENTIAL" in red ink.

3. Witness

The release must be dated and signed by both the individual and a witness. The witness is responsible for ensuring that a client is competent to give informed consent [R330.7003, R330.6013(5)(a)-(c) Michigan Department of Mental Health Emergency Rules] before signing the release. If the witness does not feel the client is competent, see R330.6001(3) and (4). If a guardian signs for the individual, there must be a letter of authority on file.

4. Exceptions

Release forms are not necessary for licensed court staff to provide a copy of the assessment to the judge and for probation transfers.

5-04 REPORTING REQUIREMENTS

Designated agencies, courts, and probation departments are required to keep copies of completed screening and assessment documents. A Drunk Driving Data (DDA) is required under MCL 333.6207; MSA 14.15(6207) for each screening and assessment. (See sample of data form in the Section 5 Appendix.) The data forms must be submitted to the local coordinating agency.

APPENDIX 5

Letter of Agreement and Minimum Criteria for Designation

Order for Substance Abuse Evaluation (MC 211)

Application for Designation as a Screening Agency

List of Screening and Assessment Instruments

Summary of Substance Abuse Assessment Report (MC 212)

Client Information Release Authorization

CSAS - 023 Data Form